

FLORIDA STATE UNIVERSITY

POLICY 7A-18

PARTICIPANT SUPPORT COSTS POLICY

Responsible Executive: Gary K. Ostrander, Vice President for Research

Approving Official: Gary K. Ostrander, Vice President for Research

Effective Date: February 4, 2016 (Administrative change to update Federal regulation references only)

Revision History: New: May 15, 2006
Readopted: August 1, 2014

I. Introduction

This document establishes a policy to comply with federal regulations, ensuring that funds provided for participant costs are separately accounted for, and expended for appropriate and intended objectives.

Background

Participant support is provided by a number of federal agencies and other sponsors. The National Science Foundation has the most restrictive policies governing the budgeting, expending and reporting of these funds. Therefore, this policy is based on NSF requirements.

In general, *participants or trainees (but not employees)* are the recipients of a service or training provided at a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity. Participants may include students, national scholars and scientists, private sector representatives, agency personnel, teachers, and others who attend and participate in the conference, workshop or training activity.

Participant supports costs are defined as direct costs for items such as stipends* or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects.

**A payment made to an individual to provide for the participant's expenses during the period of the training or other activities. A stipend is not considered compensation for services normally expected of an employee.*

II. Policy

(Adopted from NSF Proposal and Award Policies and Procedures Guide)

Funds provided for participant support may not be used by the University for other categories of expense without the specific prior written approval of the sponsor. Indirect costs are not allowed on participant support costs. Therefore, the University will set up a project budget for participant support costs separately from other funds awarded by the sponsor.

Participant support allowances may not be paid to trainees who are receiving compensation, either directly or indirectly, from other Federal government sources while participating in the project. A non-NSF Federal employee may receive participant support allowances from grant funds provided there is no duplication of funding of items, and provided no single item of participant cost is divided between his/her parent agency and NSF grant funds. The allowance must be reasonable and limited to the number of days of attendance at the conference plus the actual travel time required to reach the conference location. For travel costs of participants, the restrictions regarding class of accommodations and use of US-Flag air carriers are applicable. In training activities that involve field trips, costs of transportation of participants are allowable.

Local attendees may participate in conference meals and coffee breaks; however, grant funds may not be used to pay per diem or similar expenses for these participants.

Participant support costs provided by sponsors other than NSF will follow the same requirements as specified in this policy unless an award specifies otherwise.

III. Legal Support, Justification, and Review of this Policy

National Science Foundation Proposal and Award Policies and Procedures Guide

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Florida Statute 1004.22

These policies will be reviewed periodically and updated when necessary.

Gary K. Ostrander, Vice President for Research

February 4, 2016